

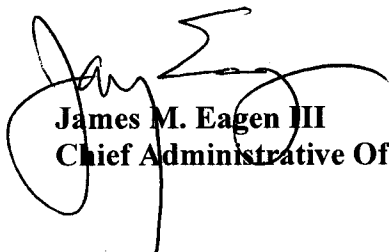
# **Congress of the United States**

Washington, DC 20515

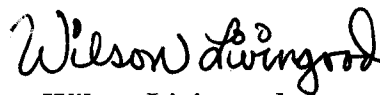
October 25, 2001

## ***PROTOCOL FOR UNOPENED MAIL OR EXPRESS MAIL IN YOUR OFFICES*** **(Approved by the FBI)**

1. If you think a piece of your unopened mail is "suspicious," call the FBI at (202) 278-3290. Any unopened Express Mail should be considered "suspicious" and the FBI should be called.
2. An FBI agent will ask you a series of questions to help them determine if the mail is "suspicious."
3. If the FBI agent determines, based on answers to his/her questions, that the unopened mail is "suspicious," then the FBI will come to your office and retrieve the mail. After the FBI advises, they will pick up the "suspicious" mail. Please notify the U.S. Capitol Police Threat Section at 202-224-1495.
4. If you have handled the "suspicious" mail item, place it in a Ziploc bag and save it for FBI disposition. Wash your hands with soap and water.
5. Ziploc bags that can be sealed tightly will be delivered to your office.
6. If you have not handled the "suspicious" mail item, do not move it or shake it. Leave it where it is and wait for the FBI disposition.



**James M. Eagen III**  
Chief Administrative Officer



**Wilson Livingood**  
Sergeant at Arms